



**OPERATIONS SECURITY (OPSEC)
INSTRUCTIONS**

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AFI 10-1101, 31 May 2001, is supplemented as follows:

SUMMARY OF REVISIONS

This supplement was revised to update policies and procedures. **A bar (|) indicate revision from the previous edition.**

3.1. Purpose. The 375 AW/XP is designated as the OPSEC Program Manager (PM) for the 375 AW. Units will designate an OPSEC PM and alternate in writing. In units with over 50 personnel, the PM will be a company grade officer/senior noncommissioned officer. A copy of the appointment letter will be sent to 375 AW/XP. The appointment letter will have as a minimum: name, rank, office symbol, telephone number, and security clearance. The unit OPSEC PM should be appointed for a minimum of 1 year.

4.1.3. The Wing OPSEC PM will be subject to recall by the Crisis Action Team for crisis or contingency action requirements.

4.1.5.1. (Added) Units will accomplish an annual assessment of their OPSEC Program. (Review Attachment 5 to AFI 10-1101, *Operations Security*, as a guideline.) Each unit will forward a copy of their assessment to 375 AW/XP by 1 September of each year.

4.1.5.2. (Added) The results of the OPSEC Process Review will be incorporated into the Unit Self-Inspection Program and included in the Unit Continuity File. All items identified will be tracked to closure on a monthly basis.

4.2. OPSEC Program Managers (PMs). The Wing OPSEC Working Group will be comprised of all group OPSEC PMs, Wing Antiterrorism Officers, Intelligence, Security Forces, Office of Special Investigations, Wing Information Assurance, and AMC OPSEC representatives. The Wing OPSEC PM will chair the group. As a minimum, this group will meet quarterly.

4.2.3.1. (Added) . Each unit OPSEC PM will maintain a continuity file which will contain the following information:

4.2.3.1.1. (Added) . Letter of Appointment.

4.2.3.1.2. (Added) . OPSEC Working Group Minutes.

4.2.3.1.3. (Added) . Training documentation for every member of the unit.

4.2.3.1.4. (Added) . Training materials (e.g., handouts, booklets, Operational Security Update, etc.).

4.2.3.1.5. (Added) . AFI 10-1101 and this supplement.

4.2.3.1.6. (Added) . Self-Inspection Checklist.

4.4.1. (Added) . All training will be documented and maintained for minimum of 3 years.

4.4.2. (Added) . On an annual basis, each group OPSEC officer will conduct training to include the following:

4.4.2.1. (Added) . Training directives from the 375 AW OPSEC Working Group.

4.4.2.2. (Added) . Procedures for reporting OPSEC violations and listings of points of contact within the AMC chain.

4.4.2.3. (Added) . Unit OPSEC Training Outline (Unit Briefing Guide for newcomers and recurring OPSEC training).

4.4.2.4. (Added) . Training materials (e.g., handouts, booklets, Operational Security Updates, etc.) can be obtained from 375 AW/XP or the OPSEC Website.

4.4.2.5. (Added) . Review and report additions/deletions of the Unit Critical Indicators List to the Wing OPSEC PM.

4.4.2.6. (Added) . Review of AMC OPSEC training tutorial and review of AFI 10-1101.

MICHAEL McCOY, Colonel, USAF
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